

~~SECRET~~

CONFIDENTIAL

Chief, Plans Staff, Office of Personnel

2 JUL 1957

25X1

[Redacted]

Acting Chief, TAS

*Procedur*  
*Payroll*  
*Security*

Employee Addresses

*X-Ref - Security*  
*Security*

1. This will confirm your telephone conversation with a member of this Staff concerning the obtaining of addresses for overseas personnel of the Agency. Other steps are to be undertaken by the Office of the Comptroller at Headquarters in order to try and provide an address for use on W-2's, Withholding Tax Statements.

2. It is, therefore, recommended that the proposed book dispatch to field stations requesting this information be withdrawn. Your cooperation on this problem of obtaining addresses has been appreciated.

[Redacted]

Distribution:

- Orig. and 1 - Addressee
- 1 - TAS Subject ✓
- 1 - TAS Reading
- 1 - TAS Chrono

*13/3/57*

TAS/BBB/ck (2 July 1957)

JOB NO. \_\_\_\_\_ FORM NO. \_\_\_\_\_ 3 NO CHANGE  
 IN CLASS. \_\_\_\_\_ NEXT REV DATE 89 14/12/79 \_\_\_\_\_ 02  
 NO. PGS 1 CREATION DATE \_\_\_\_\_ 09 ON 38 ORG CLASS 5  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: MR 70-3

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*M 360*